



DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
FORT SILL, OKLAHOMA 73503-5600

REPLY TO
ATTENTION OF:

ATZR-CQ

update
11 August 2010
4 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Policy Memo*, Field Artillery and Air Defense Artillery Instructor Technical Certification

1. This memo provides guidance for obtaining Field Artillery (FA) or Air Defense Artillery (ADA) Technical Certification, IAW TRADOC Regulation 350-70 dated 9 Mar 99, TRADOC Regulation 350-18 dated 26 May 00, TRADOC Regulation 350-10 dated 12 Aug 02 and Course Management Plan.

2. In order to obtain a Technical Certification prospective military, DA Civilians, and Contractors must meet the following basic qualification requirements:

- a. Graduate of the course being taught.
- b. Appropriate grade for course being taught.
 - (1) Captain's Career Course-major or senior captain.
 - (2) Officer Basic Course-captain (command experience preferred).
 - (3) Warrant Officer Advanced Course-Chief Warrant Officer, CW3.
 - (4) Warrant Officer Basic Course-Chief Warrant Officer, CW2.
 - (5) Advanced Noncommissioned Officer Course-sergeant first class with prior assignment experience in a Skill Level 4 duty position.
 - (6) Basic Noncommissioned Officer Course-staff sergeant with prior assignment experience in a Skill Level 3 duty position.
 - (7) MOS-T Noncommissioned Officer-sergeant who has held the MOS for 1 year
- c. Graduate of ABIC or prior TRADOC approved instructor training course. (All Instructors)
- d. Graduate of SGITC. (NCOES and FACCC Instructors)
- e. Awarded an appropriate instructor additional skill identifier (ASI) based on whether the instructor is as officer, warrant officer or enlisted; or the request for ASI has been submitted. (Military Only)
- f. Evaluated on training a representative sample of classes from the appropriate Program of Instruction (POI) to determine technical proficiency to train the specific course.
- g. Meet height/weight standards IAW AR 600-9 (Military Only)
- h. Pass the APFT within the last 6 months for the AC and within the last 12 months for the RC (Military Only)
- i. Civilian and Contractor Instructors will meet all of the above requirements except as indicated.

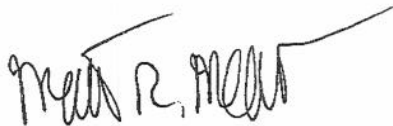
*This is an interim policy memo. Once completed the new policy memo will be published.

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3. In order to obtain a FA or ADA Technical Certification prospective instructors must successfully pass a technical competency evaluation conducted by his/her chain of command. A board consisting of a technically certified instructor of the course and a member of the chain of command must evaluate the instructor on a technical class from the appropriate POI. Contracted instructors will be certified as technically competent in the same manner by the contractor in order to meet specification of the contract.
4. Once the Fires Center of Excellence has issued the FA or ADA Technical Certificate, the unit Commander/Director is responsible to ensure that the instructor is evaluated on all of the course material not evaluated during the process before the instructor begins teaching that class. An instructor will not present a class to students without being evaluated as competent on the technical content of the lesson plan first.
5. Instructors must be re-certified if they have not performed instructor duties for a period of 24 months. This will ensure that the instructor is current on all course material to be taught. If an instructor has not taught for a period longer than 24 months the certification process must be initiated again prior to assuming instructor duties.
6. Commanders/Directors/Program Managers will forward a signed memo requesting FA or ADA Technical Certification (encl 1), Instructor Certification Checklist (encl 2) and the Basic Instructor Performance Checklist (encl 3) to the Quality Assurance Office, ATTN: Chief, Professional Development Division, Fort Sill, Oklahoma 73503.
7. Point of contact is Chief, Professional Development Division, DSN 639-2206/2002, FAX 639-5724.

Encl



MATT R. MERRICK
COL, GS
Chief of Staff

DISTRIBUTION:

Commander, 428th Brigade, Fort Sill, Oklahoma 73503
Program Manager, Electronic Warfare, Fort Sill, Oklahoma 73503
Commandant, Fort Sill NCOA, Fort Sill, Oklahoma 73503
Commander, 1st Battalion, 139th Regiment, PO Box 70300, Fort Bragg, North Carolina 28307

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SUBJECT: Interim Policy Memo, Field Artillery and Air Defense Artillery Instructor Technical Certification

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Commander, 1st Battalion 101st Regiment, Camp Edwards, Massachusetts 02542

Commander, 1st Battalion 213th Regiment, PO Box Guernsey, Wyoming 82214

Commander, 1st Battalion 196th Regiment, Sioux Falls, South Dakota 57106

Commander, 2nd Battalion 235th Regiment, 2850 Scanland Avenue, Salina, Kansas 67401

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Commander, 129th Regional Training Institute, Springfield Illinois 62702

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